

Application Quick Reference Guide

Instructions for Applicants

ELI APPLICATION INSTRUCTIONS

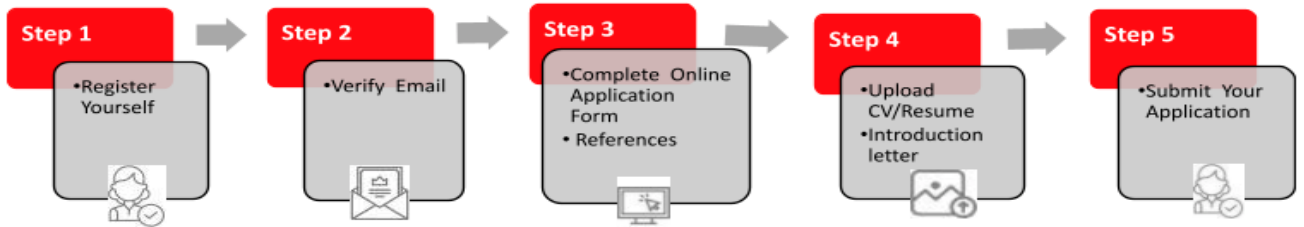
The completed application and all required documents should be uploaded to the ELI Application Portal at one time. Please have all documents and reference information ready prior to starting application.

PRE-APPLICATION PREPARATION

Prepare Required Documents

1. Current CV that includes descriptions of roles for all leadership positions.
2. A letter of introduction (not to exceed three pages) addressing the following topics:
 - (a) Your vision of how the role of HBCU leader can impact student and institutional success, and
 - (b) Specific personal and professional goals that will be supported through the 6-month experiences an HBCU ELI Fellow.
3. Names, positions, relationships, and contact information for **three** references as follows:
 - (a) a cabinet-level administrator willing to provide mentoring support,
 - (b) current supervisor (if the cabinet member is not the applicant's immediate supervisor), and
 - (c) others with a working knowledge of your professional leadership skills.

• Review Application Steps and Register for the Application Portal



Please have all documents and reference information ready prior to starting application.

Registration

Email *

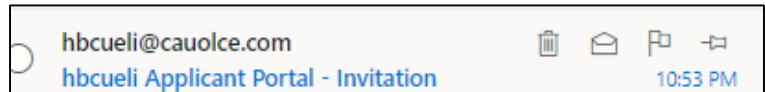
Name *
Prefix First Name Last Name

Phone *

1. Complete registration of email address and phone. Applicants will get the message below:

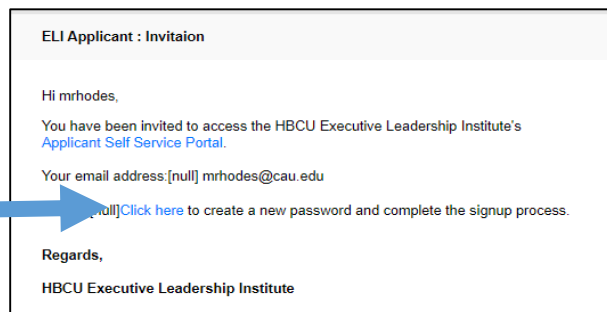
Registration submitted Successfully ✓

2. Applicants, please check email from HBCU ELI invitation.



3. Applicant Clicks to create password

Click here



4. Applicant creates password (Remember your password)

Create Password

Password

.....

Confirm Password

.....

Create

5. Applicants are directed to complete application. Application must be completed **ALL parts of the application to submit.**

HBCU ELI App

Applicant Information

Email * mrhodes@cau.edu

Name * Dr. [First Name] [Last Name]

Phone +1 [Phone Number]

Address *

Address Line 1

Address Line 2

City / District State / Province

Postal Code Country

6. Applicant will receive message **Application submitted Successfully** ✓.

7. Applicant will receive confirmation email.

